

Guide to Using the Child Welfare Intranet Manual

The Child Welfare Manual sets forth policy and procedures, which are intended primarily for social work with families. Such policy and procedures cannot be accurately applied to all situations. The Manual provides procedures, which should be followed in 85-100% of the Division's work with families. In situations in which staff does not follow the procedures of this Manual they will be expected to obtain supervisory approval, noting the supervisory waiver, in the individual case record.

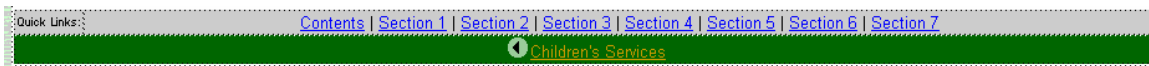
MANUAL COMPONENTS

Each page of the manual has a header and a footer.

An example of what a header on the page looks like follows:



An example of what the footer looks like on the page follows:



On each page is an arrow that allows you to go back to the top of the page and on each page is a search capability if you are not sure of a section that your are looking for then if you type in the word it will find the pages that contain the word that you are looking for.

The Manual begins with a preface, which contains acknowledgments and the philosophical base of The Division.

The guide to using this manual follows.

Seven major sections represent the body of the Child Welfare Manual and each are linked together for easy access.

The seven major sections are:

- ◆ **SECTION 1:** Roles and Responsibilities of Team Members
Describes the role and responsibilities of team members.
- ◆ **SECTION 2:** Intake
Includes policy and procedures, which are to be utilized in the

investigation and assessment of child abuse and neglect reports.

- ◆ **SECTION 3: Delivery of Services/Intact Families**
Contains the policy and procedures, required for the delivery of services to children and families.
- ◆ **SECTION 4: Out-of Home Care**
Focuses on policy and procedures for case plan development, placement selection and permanency planning for families with children in out-ofhome care.
- ◆ **SECTION 5: Case Recording/Confidentiality**
Policy and procedures for case recording and confidentiality.
- ◆ **SECTION 6: Resource Development**
Procedures that are to be followed in kinship, foster and adoptive family assessments. Included also, are procedures for recruitment, and processing circuit court requests for assessments relating to divorce and other child custody matters.
- ◆ **SECTION 7: Glossary and Reference**
Terms in this section are legal, medical, psychological, and practice terms commonly used by the Division. The reference materials in this section are on a variety of subjects that supplement the policy and procedures covered in this manual.

Section/Chapter Page Headings

All sections of the Manual have an overview page. Each page is a link to a section of the manual. Each section overview includes the following:

Section Overview

Links to each of the Chapters in that Section

All Chapters within each section have an overview page. Each page also has a link to a chapter in that section. Each Chapter overview includes the following:

Chapter Overview

Links to each Part of the Chapter

Revision History for the Chapter

Section Overview

Each section has a brief introductory overview summarizing the section's major topics.

Chapter Overview

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Chapter Attachments

Some section chapters have attachments that relate to the particular subject of the chapter. These are lettered alphabetically and immediately follow the chapter.

Chapter Numbering System

Each chapter is divided into paragraphs, which explain the policy and procedures. Numerical notations precede the paragraphs and are used to organize the material. The first digit identifies the chapter in which the paragraph is found. A decimal point follows this. The following number divides the chapter's contents into topics relating to the overall chapter subject. A decimal point follows. The next number further subdivides a particular topic.

An example of the Numbering system found in Section 1 Chapter 1:

1.1 -	Mandate
1.2 -	Roles and Responsibilities of Division of Family Services (DFS)
1.3 -	Roles and Responsibilities of Social Service Supervisor
1.4 -	Roles and Responsibilities of Agency Administrator
1.5 -	Roles and Responsibilities of Social Service Worker
1.5.1 -	Developing the Social Worker/Family Relationship
1.5.2 -	The Importance of the Social Worker's Attitude
1.5.3 -	Implementing the Initial Contacts With the Family
1.5.4 -	Initiating the Follow-up Family Assessment on an Open FCS Case
Revision History	

NOTE

Major policy statements are introduced by the word **NOTE** for quick reference by staff. An example of Note:

NOTE: If we place a child with an emergency resource family or a regular resource family where the placement is intended to be less than two (2) weeks, the Children's Service Worker will complete the CS-44.

Related Subject:

Refers reader to an example of a related subject. An example of Related Subject:

Related Subject: [Section 5.1](#), Documentation and Record Maintenance

An example of what a Related Subject section looks like. When you click on the link it will take you directly to the section that you are looking for.

Revisions

Revisions to reflect a change in the law, policy, or procedure will be disseminated by cover Memorandum as needed, under the title "Revision of Child Welfare Manual." The affected text change will be marked. Deleted info with a mark through and additional info will be in bold.

After each revision the date of memo will appear in blue. Changes to the manual will be made within 48 hours of receiving the Memorandum indicating a change. There will be a link from the memo in the revision history to the change made in the manual.

Policy Clarification and Assistance

Assistance in using the Manual, questions or clarification of policy and procedures, and suggestions for improvement should be brought to the attention of the appropriate Children's Services Program Manager and their unit using normal supervisory channels.